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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 16 MAY 1984

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Regulations The following regulations were written, reviewed, commented upon, concurred in, or published during the past week:

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Processing of Requisitions, Scheduling and Expediting of Materiel for Shipment, and Followup Procedures - This revision signed by the D/L and published.

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Performance Appraisal Report Rating Criteria for Managers and Supervisors - We complained about the plan to make compulsory comments on each of six subjects in the narrative portion of supervisors' PARs.

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Secretary of the Year Awards - Concurred.

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Field Communications Activities - Concurred.

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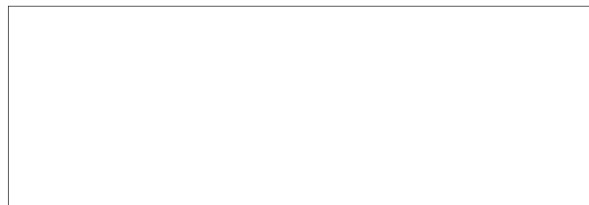
Special Clearances and Access Approvals, Draft C - Concurred.

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b. Headquarters Claims Review Board-- Training.

 gave a lecture on personal property claims to the attendees of the OTE/Overseas Orientation Class on Tuesday, 15 May, at the Chamber of Commerce. This presentation is part of the HCRB's continuing efforts to keep employees informed of their responsibilities in the protection of their personal property and the Government's liability should they suffer a loss of this personal property.

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Technical Group/DAS/IMSS/OL
WEEKLY STATUS REPORT
Week of 7 May to 11 May 1984

I. Major Activities During the Past Week:

A. Support to OL:

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ICS (Inventory Control System). Modifications were completed on ICS to correct processing of Funded 88's. [] and [] performed preliminary testing of these enhancements on MRS1. [] will begin sending test data to [] on 15 May. A formal test plan has yet to be established. Test team members should meet early next week to formulate a rigid plan and verifiable test data for a cross system test. [] (U)

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MISCELLANEOUS. A meeting was held with Chief, Logistics Services Division, OL, to discuss preliminary requirements for a micro-computer based system. The proposed system would be located in J corridor Headquarters and be available to all employees for perusal of carpool information. It would be an automated version of the present "board" system. Requirements gathering will continue. [] (U)

II. General Items:

A. Support to OL:

None to report.

III. Problems:

None to report.

IV. Upcoming Events:

None to report.